



Code of Conduct

PURPOSE: The listed policies are designed to provide employees and officers of REACH with a clear understanding of how to conduct themselves in matters pertaining to REACH and its clients.

TARDINESS AND ABSENCES

Employees are expected to be at their designated work area and prepared to work at their scheduled time. Repeated tardiness will result in disciplinary action up to and including termination. Tardiness will be considered when employee job performance is evaluated.

Employees are expected to call the office within 30 minutes of the scheduled work time when they expect to arrive more than 30 minutes late or to be absent for the day. If an employee cannot personally notify the President due to reasons beyond his/her control a relative or friend can call on behalf of the employee. Failure to notify the President on two occasions of absence will result in termination. The President will report days off to the Chair of the Personnel Committee.

APPOINTMENTS

Employees must be in the office at least 15 minutes prior to any scheduled appointment. The client should not wait for more than 5 minutes beyond the scheduled meeting time.

DRESS CODE

Employees should be attired in a professional manner at all times. "Business casual" attire is permitted. Regular-colored blue jeans, t-shirts and tennis shoes can be worn only on Fridays.

ETHICS POLICY

Every employee of REACH must at all times avoid acts and relationships that might be construed to represent a possible conflict of interest or misuse of confidential information for personal gain or benefit of the employee or others, or use information in any way except to conduct the business for which the employee has the information. Violations of this policy will result in disciplinary action, up to an including immediate termination of employment.

CONFLICTS OF INTEREST

Employees of REACH are expected to avoid any situation that might lead to a real or apparent conflict between the employee's self-interest and his/her duty to REACH. Employees should not use their positions at REACH for personal gain or benefit or in any manner that might reflect unfavorably on REACH.

In applying this policy to daily conduct, employees should be aware that personal gain or benefit includes monetary gain as well as enhancement of an employee's prestige or standing in ways that do not serve the interests of REACH. Personal gain or benefit of this nature is to be avoided at all times.

No REACH employee or member of the Board of Directors may purchase a property that is owned by REACH or participate in programs offered by the agency. This prohibition also includes immediate family members of agency staff.

No REACH employee may purchase a single-family investment property in any county that REACH serves. This prohibition includes, but is not limited to, indirect investments, including partnerships, corporations, limited liability corporations, trusts or other entities in which the employee has an ownership interest. The prohibition also extends to immediate family living within the same household. In addition, the employee must report and obtain permission from the Board of Directors prior to entering into a contract to purchase a multifamily investment property.

CONFIDENTIAL INFORMATION

The nature of business at REACH requires public trust. REACH has been entrusted with the business affairs of its clients. Employees of REACH must protect that trust by never discussing business transactions with others, including family members or friends. Employees should always be cautious about allowing visitors in areas where confidential work is performed.

As a rule, information relating to clients or their records should not be disclosed to any persons not employed at REACH unless the client involved has given written consent to the disclosure. Client information also should not be disclosed to any other REACH employee unless the employee is authorized to have access to the information.

HARASSMENT POLICY

It is the policy of REACH to maintain a working environment free from all forms of harassment whether based on race, color, religion, gender, national origin, age, handicap or disability, or Vietnam-era veteran or disabled veteran. REACH shall comply with the spirit and intent of all laws and regulations that prohibit harassment.

Sexual harassment can be a hostile work environment and/or any unsolicited or unwelcome sexual overtures or advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

- The conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.
- Submission to the conduct is either an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as the basis for employment decisions affecting the career, salary or job of an employee.

If an employee feels that he/she is being harassed, they must immediately report the incident(s) to the President or the Chair of the Personnel Committee.

All harassment complaints will be investigated and handled in a timely and discreet manner. All harassment reports will be treated confidentially and thoroughly investigated. REACH will not condone reprisal against an employee who has made a good-faith claim of harassment.

All employees serving in the capacity of managers or supervisors who are aware of any cases of harassment in the workplace are responsible for immediately reporting such cases to the President or Chair of the Personnel Committee.

Any employee who engages in any conduct constituting harassment will be subject to appropriate disciplinary action.



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All employees and officers of REACH, as well as members of the Board of Directors will be given copies of this Code of Conduct. All will be asked to sign and date a form that will be returned to the President of REACH to indicate that the Code of Conduct has been received and reviewed.